

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Soil Surveys

as requisitioned from the U.S. Government Printing Office (GPO) by the
Department of Agriculture

Multiple Award in each of Two (2) Categories

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on August 28, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May 1999.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEM THAT DIFFERS SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

The schedule.

Additional lesser changes are scattered throughout.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at
www.access.gpo.gov/procurement/abstracts/central.

For information of a technical nature, call Carolyn Barger (202) 512-0319 (No collect calls). Email address cbarger@gpo.gov, fax number 202-512-1551.

SECTION 1.- GENERAL TERMS AND CONDITIONS

QUALITY ASSURANCE LEVELS AND STANDARDS:

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.
- (c) Exception: Four-Color Process -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Nondestructive Tests--General Inspection Level I.
- (b) Destructive Tests--Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Camera copy, Government furnished negatives, average type dimension in publication.
- P-8. Camera copy, Government furnished negatives.
- P-9. Government furnished sample, color swatch, Pantone Matching System color.
- P-10. Four-color process proof, transparencies, color prints.

NOTE: Trim and Image Position (maps only) standards shall be provided in the form of ruled press sheets furnished with each Print Order.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

SUBCONTRACTING: Subcontracting will not be permitted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAPER PRICE ADJUSTMENT Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-0118 for "Coated Paper" will apply to all paper required under this contract.

2. The applicable index figures for the month of August 2000 will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \quad \% \quad \underline{\hspace{2cm}}$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid prices for line items III. (a) and (b), BOTH CATEGORIES in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

POST AWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's technical representatives (printing and binding) at the GPO, Washington, D.C., immediately after award.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the

clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractors all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of perfect bound books or looseleaf books requiring such operations as film making, printing all black ink (Category 1), or printing 4-color process (Category 2), binding (including trimming, folding, gathering, drilling and angle-cutting/die-cutting map sheets furnished by the Government), inserting, packing and distributing.

TITLE: Soil Surveys.

DESCRIPTION OF THE CATEGORIES:

Category 1: Cover one, the back strip, and the text pages print in black ink.

Category 2: Cover one and/or occasionally a four- or an eight-page signature printing in four-color process in addition to text pages and covers two through four and back strip printing in black ink.

In both Categories, furnished map press sheets must be folded, trimmed, and bound with text and/or inserted into furnished expansion-type jackets.

FREQUENCY OF ORDERS:

Category 1: Approximately 2-10 orders per year.

Category 2: Approximately 15-20 orders per year.

NOTE: Henceforth, the specifications will apply to both Categories, unless otherwise noted.

QUANTITY: Approximately 500 to 6,000 copies per order.

NUMBER OF PAGES: Approximately 96 up to 1,580 pages per order.

SPINE THICKNESS: Maximum spine thickness on perfect bound books is not to exceed 38 mm (1-1/2") (including maps, brick guards and text). All orders will require contractor to cut, fold, gather, and bind from 2 to 300 preprinted (furnished) map sheets. Contractor will be required to furnish binding stubs (brick guards) when needed.

TRIM SIZE: Book: 232 x 279 mm (9-1/8 x 11"). Maps: Initial trim sizes for maps 235 x 279 mm (9-1/4 x 11") up to 635 x 864 mm (25 x 34"). Maps will be furnished 1 to 3-up on untrimmed sheets (maximum size 965 x 1 219 mm (38 x 48")).

GOVERNMENT TO FURNISH: (f.o.b. contractor's plant): Along with each print order, the GPO will furnish the following material: film negatives, camera copy, or reprint copy for text and covers; a set of black and white glossy photo prints or occasionally full-color photo prints will be furnished for reproduction in black ink only; thirty-five millimeter (35 mm) full-color film transparencies; and color photo prints to be used as cropping guides.

Camera copy is complete with key lines for halftone illustrations. When reprint copy is furnished, the contractor is required to rescreen all halftones in the publication.

Printed maps are delivered as press sheets on skids. Map sheets usually will be imposed in units of two or more to permit multiple folding (sizes on page 9). Should the contractor receive skids not packed in accordance with Exhibit B, the contractor must notify GPO prior to opening any skids of map sheets. The contractor will be responsible for counting maps and notifying GPO of any shortage within 72 hours. Counts must be performed using a mechanical counter (Vacumatic or similar). Counts based on weight or height of the maps will not be accepted.

A set of ruled map sheets to show exact trim lines, and a folding dummy for each issue showing required map folds.

Distribution lists and Government Bills of Lading.

Expansion type jackets with banded elastic cord flaps 267 x 305 mm (10-1/2 x 12"). Expansion jackets will be furnished on approximately six orders. The contractor will be responsible for counting jackets and notifying GPO of any shortage within 72 hours.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

GPO Form 892 proof label.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

FILMS: The contractor must make all films required. All halftones and 4-color process films are to be 150-line screen or finer.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without retouching, opaquing, surprinting or performing any other hand or camera work.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color. The register marks must be positioned on opposite sides of the image. Films must have a minimum working margin of 13 mm (1/2") on all (4) sides of the image. Covers and/or text page films must be furnished as a single-page unit.

PROOFS: Two sets of composite Dylux or similar proofs of covers (including back strip) and text pages in book form. Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

When ordered, one set of Velox or similar high quality photographic proofs of all halftones in the publication.

Category 2 orders: Two sets of one-piece laminated or electrophotography color proofs (cromalins, matchprint or similar) of covers and/or four- or eight-page signatures printing in four-color process. These proofs must be made from films that have illustrations and text matter composited. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. Sublimation transfer, ink jet, photographic, and overlay proofs are not acceptable.

Viewing Light: Full color 35 mm film transparencies will be viewed on a Macbeth-Av-lite Standard Viewer, Model T-214, 5,000° Kelvin, using a 400 foot Lambert Lamp intensity $\pm 8\%$ and/or a Macbeth Proof-lite Model V-135. Full color transparencies and submitted proofs will be compared under controlled conditions using a Macbeth Examo-Lite Fixture, Model TC-440, 5,000° Kelvin.

The contractor is cautioned that these proofs must be made from the final films (used for this printing) that are to be delivered to the Government.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text: White Dull Coated Offset Book, grammage 105 g/m² (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A260.

Cover: White Dull Coated Cover, grammage 215 g/m² (basis weight: 80 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L60.

PRINTING: Cover: Contractor must ensure that the image on the perfect bound spine is centered left to right, and aligned with first line of type on cover 1. Cover 1 contains a halftone illustration on the majority of orders. Covers 2 through 4 and the back strip may print. Lacquer-coat the entire printed surface of the cover (which includes covers one, four, and the back strip) to prevent scratching and smearing of the ink image.

Text pages contain halftones scattered throughout.

Category 1 (Black Ink): Print covers and text pages head-to-head in black ink.

Category 2 (4-Color Process): Print cover 1 in four-color process. An occasional order may require the cover to print in black ink but will contain a 4-color signature. Text prints head-to-head in black ink and may contain a 4-page or an 8-page signature printing in 4-color process.

All four-color process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

All four-color process press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color. These areas must be repeated across the entire press sheet.

MARGINS: Text: Three picas to outside trim on all pages. Sink title pages 64 mm (2-1/2") from trim to rule unless otherwise indicated. Text pages may bleed one or more sides.

Cover: Head 13 mm (1/2"); Bind 25 mm (1") to illustration; 13 mm (1/2") bind to seal; 19 mm (3/4") from bottom trim to illustration unless otherwise indicated. Covers may bleed one or more sides.

PRIOR-TO-BIND SAMPLES: The contractor will submit two complete product samples (including furnished maps) prior to binding the total production quantity (on perfect bound and looseleaf bound products). Send the samples to USDA/National Resource Conservation Service, Building 23, Attn: Claudette Hayes, 501 West Felix Street, Fort Worth, TX 76115.

These samples are to be produced in the same manner as the actual product. When perfect binding, the text signatures are to be stitched and trimmed, but are not to be attached to the wraparound cover. Prior-to-bind samples for looseleaf products are to be drilled, trimmed, shrinkwrapped, and assembled with a two-piece cover.

No additional time will be allowed in the schedule for prior to production samples. The Government will respond within five workdays after receipt of the production samples.

These samples will be inspected for quality and overall adherence to the specifications. Acceptance of these samples in no way relieves the contractor of these responsibilities for the entire order.

Special Note: These samples cannot be deducted from the total quantity ordered. The package containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and shall include a facsimile of the print order.

If the samples are disapproved by the Government due to contractor's errors, the Government may require the contractor to submit additional samples for inspection and testing, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule.

In the event the Government fails to approve, to conditionally approve, or to disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)).

The contractor must not bind prior to receipt of "OK to bind". Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. The samples will not be returned to the contractor. All costs incurred for the prior-to-bind samples shall be included in the contract price for the production quantity.

BINDING: Perfect bind and side-wire stitch text in two places, glue on wraparound cover and trim three sides. Care must be taken to insure trimming is even for each book, no more than 3 mm (1/8") overhang will be allowed between maps, text and cover. Wire stitches may not be placed more than 6 mm (1/4") from bind edge.

If perfect bound books have a back strip under 19 mm (3/4") in thickness, stitches must go through all text pages, each map sheet, and binding stubs to secure the publication into one unit. If spine thickness is over 19 mm (3/4"), stitches shall be stitched through all text pages, each map sheet, and binding stubs in both directions (nailed); stitches must be positioned as close to the same location as possible so that the legs of the stitches interlock. If this method is used, legs of stitches must overlap sufficiently to insure the text will not separate.

When indicated on the Print Order and/or camera copy, the contractor may be required to print multiple volumes for each Print Order (Soil Survey) in order not to exceed the maximum 38 mm (1-1/2") spine thickness. When more than one volume is necessary, the contractor will be required to insert the volumes and map sheets into a furnished expansion type jacket.

Looseleaf Books: Trim four sides of cover and text and gather maps. Drill three 10 mm (3/8") diameter holes centered on the 279 mm (11") side, 108 mm (4-1/4") center-to-center. After drilling, shrinkwrap each soil survey. A print order may require a portion of the order to be looseleaf in addition to the perfect bound copies ordered.

MAPS: Most map sheets will have an initial trim size of 432 x 286 mm (17 x 11-1/4") and will be furnished as sheets suitable for 2-up or 3-up folding. Maximum sheet size of untrimmed maps will be 965 x 1 219 mm (38 x 48"). Furnished map sheets will have an initial trim size of: 235 x 279 mm (9-1/4 x 11"), 235 x 286 mm (9-1/4 x 11-1/4"), 432 x 286 mm (17 x 11-1/4"), 483 x 286 mm (19 x 11-1/4"), 559 x 286 mm (22 x 11-1/4"), 635 x 286 mm (25 x 11-1/4"), 711 x 286 mm (28 x 11-1/4"), 406 x 508 mm (16 x 20"), 432 x 559 mm (17 x 22"), 483 x 673 mm (19 x 26-1/2"), 457 x 724 mm (18 x 28-1/2), 508 x 724 mm (20 x 28-1/2), 559 x 673 mm (22 x 26-1/2"), 559 x 686 mm (22 x 27"), 597 x 673 mm (23-1/2 x 26-1/2"), 559 x 762 mm (22 x 30"), 635 x 673 mm (25 x 26-1/2"), 559 x 813 mm (22 x 32"), 559 x 914 (22 x 36), and 635 x 864 mm (25 x 34"). Furnished sheets may contain several 2-up folding units that may require additional trimming for 2-up folding. Also, furnished sheets may contain 2-up units that will require trimming for 1-up folding. Looseleaf binding will require drilling in addition to being cut and trimmed.

When specified on the Print Order, map sheets up to 635 x 864 mm (25 x 34") may require die cutting or angle cutting (prior to stitching into perfect bound publication) to form a 38 x 279 mm (1-1/2 x 11") tab on the bind edge (See Exhibit C).

Maps bind in one of the following methods:

For perfect binding, fold map sheets to approximately 229 x 286 mm (9 x 11-1/4") (fold maps as designated in furnished dummy). Gather maps in proper sequence and bind them into survey at the end of text. Trim edges must be even.

Or, fold and trim maps to 203 x 254 mm (8 x 10") through 229 x 279 mm (9 x 11"), insert maps loose along with printed volumes in Government furnished jackets.

For looseleaf binding, fold and trim maps to 203 x 254 mm (8 x 10") through 229 x 279 mm (9 x 11"). Combine the collated and drilled maps and text, just before shrink wrapping the combination.

Bind margin of maps will vary, and on occasion will be less than 6 mm (1/4").

Binding Stubs: When the added thickness of maps cause the open end of the book to be at least 10 mm

(3/8") thicker than the binding edge, the contractor must insert paper stubs (the same color as the text material) into the binding edge of the books. Each stub is defined as exactly 6 mm (1/4") thickness of material inserted in binding edge of book for entire length of spine. Whenever stubs are needed, they must be spaced through the binding edge as necessary to compensate for the added thickness of fold-ins in the book, stubs are not to be placed back to back (ie. a stub over 6 mm (1/4") in thickness is not permitted). Each stub must be no wider than 25 mm (1"). No binding stubs are to be inserted between the cover and text pages. (Binding stubs are not required on looseleaf surveys).

At the contractor's option, stubs may extend to the folded edge of map sheets in books and be perforated along the 279 mm (11") dimension, up to 1" from the bind, allowing for removal of excess paper at the option of the user. (See Exhibit A.)

PACKING: Pack solidly in shipping containers to ensure that no side-to-side slippage will occur.

Pallets are required for all shipments.

Packing List: Each shipment except packages that are mailed, shall contain a packing list showing the following data:

- (1) Name and address of consignor;
- (2) Name and address of consignee;
- (3) Requisition, program, print order, and GPO jacket numbers;
- (4) Bill of lading number if any; and
- (5) Description of the material shipped, including;
 - (a) publication number and title, if applicable, and date;
 - (b) quantity per container and total quantity;
 - (c) total number of containers;
 - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet, and in the case of truckload shipments, be placed near the tailgate of the trailer.

LABELING AND MARKING (Package and/or Container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Furnished proof label (GPO Form 892A) must be filled in by the contractor and used on all proof packages.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>	
<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded

separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest quantity.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

PRIOR TO DISTRIBUTION SAMPLES: For perfect bound products, the contractor must submit 10 random samples to USDA/National Resource Conservation Service, Building 23, Attn: Claudette Hayes, 501 West Felix Street, Fort Worth, TX 76115. These samples are to be selected in the same random manner, and at the same time as the Departmental Random Copies. There is no requirement for looseleaf survey samples unless the entire production is for looseleaf distribution.

The Contractor shall be required to execute a statement furnished by GPO certifying that copies were selected as directed.

No additional time will be allowed in the schedule for prior to distribution samples. Contractor will receive "OK to Distribute" or notification of any deficiencies by telephone, within five workdays of receipt of Prior to Distribute Samples.

These samples will be inspected for quality and overall adherence to the specifications. Acceptance of these samples in no way relieves the contractor of these responsibilities for the entire order.

These samples cannot be deducted from the total quantity ordered. The package containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and testing, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance With Schedules" of contract clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)).

Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

Contractor must not ship prior to receiving an "OK to Distribute."

DISTRIBUTION: Ship f.o.b. contractor's city. Most orders will require bulk shipments of two to nine destinations in Washington, D.C. and three to ten additional destinations as required. Complete addresses and quantities will be furnished with the print orders.

Upon completion of each order, all films, camera copy and one printed sample must be returned to: USDA/National Resource Conservation Service, Building 23, Attn: Claudette Hayes, 501 West Felix Street, Fort Worth, TX 76115.

A single shipment or several shipments totaling 54.4 kg (120 pounds) or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading. The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

In the event an advance supply of partially completed Government Bills of Lading (GBL) are furnished, the contractor shall type in all necessary information as instructed on either GPO Form 2153 or 2344 for each shipment. Distribution of each GBL for each shipment will be as instructed on one of GPO Forms 276 through 281. GBL's furnished for one Government department or agency shall not be used for another. The contractor will be held accountable to the GPO for all furnished GBL's. All unused GBL's shall be returned to the U.S. Government Printing Office, Stop: PPST, Washington, D.C. 20401, with the original copy of GPO Form 192, within 30 days of the termination of this contract.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for receipt of material can be predetermined.

Furnished material (films, camera copy, maps and expansion type jackets) will be furnished f.o.b. contractor's plant.

Submit proofs, along with furnished material, within 10 workdays after receipt of the print order. Proofs will be withheld ten (10) workdays from receipt by the Government. Proofs must be picked up from and delivered to the U.S. Government Printing Office, Contract Compliance Section, Room C-811 Stop PPSC, 27 G Street, NW, Washington, D.C. 20401. Furnished proof label must be on all proof packages.

If revised proofs are required (due to Author's Alterations), they must be delivered to the GPO within 4 workdays. Proofs will be withheld three workdays from receipt by the Government.

No specific date is set for submission of Prior to Bind or Prior to Distribution Samples. Bindery and Distribution samples must be sent directly to the addresses indicated in the contract. **Contractor must notify the contract administrator on (202) 512-0319 when each of these samples are shipped. Contractor must be able to provide a receipt when requested.**

Contractor must make complete production and delivery within 32 workdays after receipt of an "OK to Print".

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for shipment by f.o.b. contractor's city must be picked up by the carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment. Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

Procurement under this solicitation will be divided into 2 categories as follows:

Category 1: Surveys with cover and text printing in black ink only.

Category 2: Surveys with cover one and/or text printing in 4-color process.

The Government will make multiple awards in each category since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered for a like period of time.

In placing work, the Government will first communicate with the low contractor in each category to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within thirty minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the Determination of Award, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

Transportation charges may be a factor in determining award.

Estimated travel expenses and per diem to be incurred by the Government for press sheet inspections may be a factor in determining award.

The following item designations correspond to those listed on the "Schedule of Prices".

CATEGORY 1

I.	(a)	5
	(b)	24
	(c)	12
	(d)	1
	(e)	1

II.	(a)(1)	4
	(2)	6
	(b)(1)	1,100
	(2)	1,402
	(c)(1)	1
	(2)	2

III.	(a)	12
	(b)	701

CATEGORY 2

I.	(a)	62
	(b)	148
	(c)	10
	(d)	144
	(e)	12
	(f)	1
	(g)	42
	(h)	50
	(i)	3
	(j)	1
	(k)	1

II.	(a)(1)	21
(2)		55
	(b)(1)(1)	1
	(2)2	1
	(c)(1)(1)	13
	(2)	41
	(2)(1)	5
	(2)	9
	(d)(1)	4,948
	(2)	11,676
	(e)(1)	1
(2)		4

III.(a)	112
(b)	5,956

CATEGORY 1

IV.	(a)(1)	(1)	3
		(2)	123
	(2)	(1)	1
		(2)	18
	(3)	(1)	1
		(2)	30
	(b)(1)	(1)	0
		(2)	0
	(2)	(1)	0
		(2)	0
	(c)		2
	(d)		3

V.			11
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CATEGORY 2

IV.	(a)(1)(1)	23
	(2)	968
	(2) (1)	6
	(2)	292
	(3) (1)	1
	(2)	122
	(b)(1)(1)	0
	(2)	0
	(2)(1)	0
	(2)	0
	(c)	39
	(d)	6

V.			90
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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Bidder must make an entry in each of the spaces provided in the category or categories for which bids are submitted. Bidder may bid one Category and no-bid the other Category. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item within the Category that a bidder is bidding on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per 1,000 rate.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text. A charge will be allowed for each page, whether printed or blank.

Cost of all required paper must be charged under Item III, for both Categories.

CATEGORY 1

I. ILLUSTRATIONS: An illustration charge will be allowed for an element that is not furnished in position on the government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

Solid lines and/or reverse lines within a halftone shall be charged as one line illustration and one square-finish halftone illustration. A flat tone shall be charged as a line illustration.

No charges will be allowed for films furnished by the Government.

- (a) Lineper illustration.....\$_____
- (b) Square-finish halftoneper illustration.....\$_____
- (c) Velox proofsper illustration.....\$_____
- (d) Strip-ins (including film).....per strip-in.....\$_____

Charge under "Strip-ins" provides for making a film of a folio line, signature line, or other minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

(Initials)

(e) Timework.....per hour.....\$_____

Operations which cannot be properly classified under any other item shall be charged as "Timework". Generally, timework charges will not be applicable. Each item and the time required must be indicated separately and fully described on or with the contractors voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges.

II. PRINTING, BINDING AND PACKING:

The prices offered for Printing, Binding and Packing, shall be all-inclusive for producing and packing Soil Survey books in accordance with these specifications. **Prices shall include the cost of trim/page-size negatives, and all required materials and operations, except as specified under Items I, III, IV and V.** Cover prices must include the varnishing of covers one, four and the spine. Makeready and run for looseleaf products is to be charged under items (a) and (b).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete cover.....	\$_____	\$_____
(b) Text pages.....per page... ..	\$_____	\$_____
(c) Looseleaf operations in addition to (a) and (b) above: Three hole punch and shrinkwrap looseleaf soil surveys with maps.....per volume....	\$_____	\$_____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Covers - Two page-size leaves will be allowed for each complete cover. Prices must include the cost of paper for back strip (spine).

Text - Each page-size leaf. Per 1,000 leaves

(a) White Dull Coated Cover 215 g/m² (80-lb).....\$_____

(b) White Dull Coated Book 105 g/m² (70-lb).....\$_____

(Initials)

IV. ADDITIONAL MATERIALS AND OPERATIONS: The prices offered shall include only the additional cost of all materials and operations necessary to bind and pack furnished pre-printed map sheets with the survey products produced by the contractor under Item II.

NOTE: Only one makeready or setup charge will be allowed for each different map sheet size imposed within a publication. Usually no more than two different map sizes are used in a publication. A map sheet is a face only or a face and back leaf.

- (a) Map sheets furnished requiring folding, gathering, trimming, and stitching into text or inserting into expando type jackets.

Note: Map sheet sizes are grouped by square inches.

	<u>Makeready or Setup Charges</u> (1)	<u>Running Charge Per 1,000 Copies</u> (2)
1. Size 235 x 286 mm (9-1/4 x 11") thru 406 x 508 mm (16 x 20").....per map sheet	\$_____	\$_____
2. Size 432 x 559 mm (17 x 22") thru 635 x 673 mm (25 x 26-1/2").....per map sheet.....	\$_____	\$_____
3. Size 559 x 914 mm (22 x 36") thru 635 x 864 mm (25 x 34").....per map sheet.....	\$_____	\$_____
(b) 1. Maps ordered die-cut..... per map sheet.....	\$_____	\$_____
2. Maps ordered angle cut.....per map sheet.....	\$_____	\$_____
(c) Inserting books into expansion-type jacket..... per 1000 volumes.....	\$_____	\$_____
(d) Inserting binding stubs 6 mm (1/4") thickness.....per 1,000 stubs.....	\$_____	\$_____

V. PALLETIZING: Price offered must include the cost of pallets, loading with containers, and banding (per specifications).....per pallet..\$_____

CATEGORY 2

I. ILLUSTRATIONS: An illustration charge will be allowed for an element that is not furnished in position on the government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

Solid lines and/or reverse lines within a halftone shall be charged as one line illustration and one square-finish halftone illustration. A flat tone shall be charged as a line illustration. No charges will be allowed for films furnished by the Government.

- (a) Lineper illustration.....\$_____

(Initials)

- (b) Square-finish halftoneper illustration.....\$ _____
- (c) Velox proofs.....per illustration.....\$ _____
- (d) One piece laminated proofs or similarper trim/page-size unit..... \$ _____
- (e) Strip-ins (including film).....per strip-in.....\$ _____

Charge under "Strip-ins" provides for making a film of a folio line, signature line, or other minor correction and stripping into position. Only one charge will be allowed for each strip-in regardless of the number of sides stripped together.

- (f) Timeworkper hour\$ _____

Generally, timework charges will not be applicable. Each item and the Operations time which cannot be properly classified under any other item, shall be charged as required must be indicated separately and fully described on or with the contractors voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges.

Color Corrected Four-Color Process Films of Illustrations:

- (g) Up to 16 129 mm² (25 sq. in.) image.....per set.....\$ _____
- (h) Over 16 129 to 32 258 mm² (25 to 50 sq. in.) image.....per set.....\$ _____
- (i) Over 32 258 to 48 387 mm² (50 to 75 sq. in.) image.....per set.....\$ _____
- (j) Over 48 387 to 64 516 mm² (75 to 100 sq. in.) image.....per set.....\$ _____
- (k) Each additional 645 mm² (sq. in.) over 64 516 mm² (100 sq. in.) per set...\$ _____

The price offered is for a set of four-color process films in the image size indicated.

(Initials)

II. PRINTING, BINDING AND PACKING:

The prices offered for Printing, Binding and Packing, shall be all-inclusive for producing and packing Soil Survey books in accordance with these specifications. **Prices shall include the cost of trim/page-size negatives, and all required materials and operations, except as specified under Items I, III, IV and V.** Cover prices must include the varnishing of covers one, four and the spine. Makeready and run for looseleaf products is to be charges under items (a)-(d) as applicable.

	<u>Makeready and /or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Complete cover printing four-color process.....	\$_____	\$_____
(b) Complete cover printing black only.....	\$_____	\$_____
(c) Four-Color Process signatures:		
(1) 4-page signature.....	\$_____	\$_____
(2) 8-page signature.....	\$_____	\$_____
(d) Text pages, black ink.....per page.....	\$_____	\$_____
(e) Looseleaf operations in addition to (a) through (d) above: Three hole punch and shrinkwrap looseleaf soil surveys with maps.....per volume.....	\$_____	\$_____

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on then net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Covers - Two page-size leaves will be allowed for each complete cover. Prices must include the cost of paper for back strip (spine).

Text - Each page-size leaf. Per 1,000 leaves

- (a) White Dull Coated Cover 215 g/m² (80-lb.).....\$_____
- (b) White Dull Coated Book 105 g/m² (70-lb.).....\$_____

(Initials)

IV. ADDITIONAL MATERIALS AND OPERATIONS: The prices offered shall include only the additional cost of all materials and operations necessary to bind and pack furnished pre-printed map sheets

with the survey products produced by the contractor under Item II.

NOTE: Only one makeready or setup charge will be allowed for each different map sheet size imposed within a publication. Usually no more than two different map sizes are used in a publication. A map sheet is a face only or face and back leaf.

- (a) Map sheets furnished requiring folding, gathering, trimming, and stitching into text or inserting into expando type jackets.

Note: Map sheet sizes are grouped by square inches.

	<u>Makeready or Setup Charges</u> (1)	<u>Running Charge Per 1,000 Copies</u> (2)
1. Size 235 x 286 mm (9-1/4 x 11") thru 406 x 508 mm (16 x 20")per map sheet	\$ _____	\$ _____
2. Size 432 x 559 mm (17 x 22") thru 635 x 673 mm (25 x 26-1/2").....per map sheet.....	\$ _____	\$ _____
3. Size 559 x 914 mm (22 x 36") thru 635 x 864 mm (25 x 34").....per map sheet.....	\$ _____	\$ _____

	<u>Makeready or Setup Charges</u> (1)	<u>Running Charge Per 1,000 Copies</u> (2)
(b) 1. Maps ordered die-cut.....per map sheet.....	\$ _____	\$ _____
2. Maps ordered angle-cut.....per map sheet.....	\$ _____	\$ _____
(c) Inserting books into expansion type binderper 1,000 volumes.....	\$ _____	\$ _____
(d) Inserting binding stubs 6 mm (1/4") in thicknessper 1,000 stubs.....	\$ _____	\$ _____

V. PALLETIZING: Price offered must include the cost of pallets, loading with containers, and banding (per specifications).....per pallet.....\$ _____

(Initials)

A698-M (8/01)

INSTRUCTIONS FOR BID SUBMISSION: Fill out all pages in "Section 4.- Schedule of Prices" relating to the category or categories for which bids are submitted, initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

EXHIBIT A

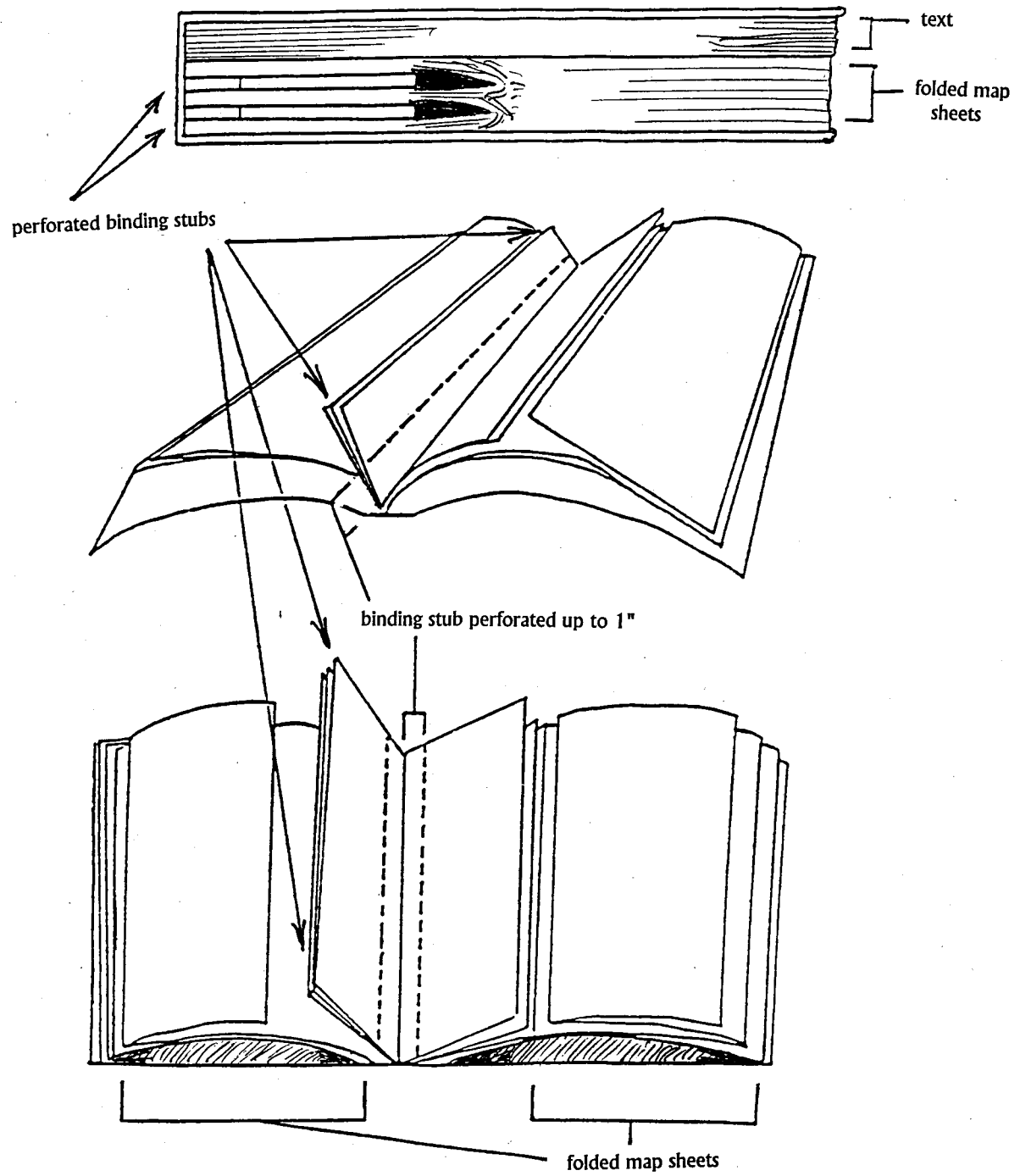
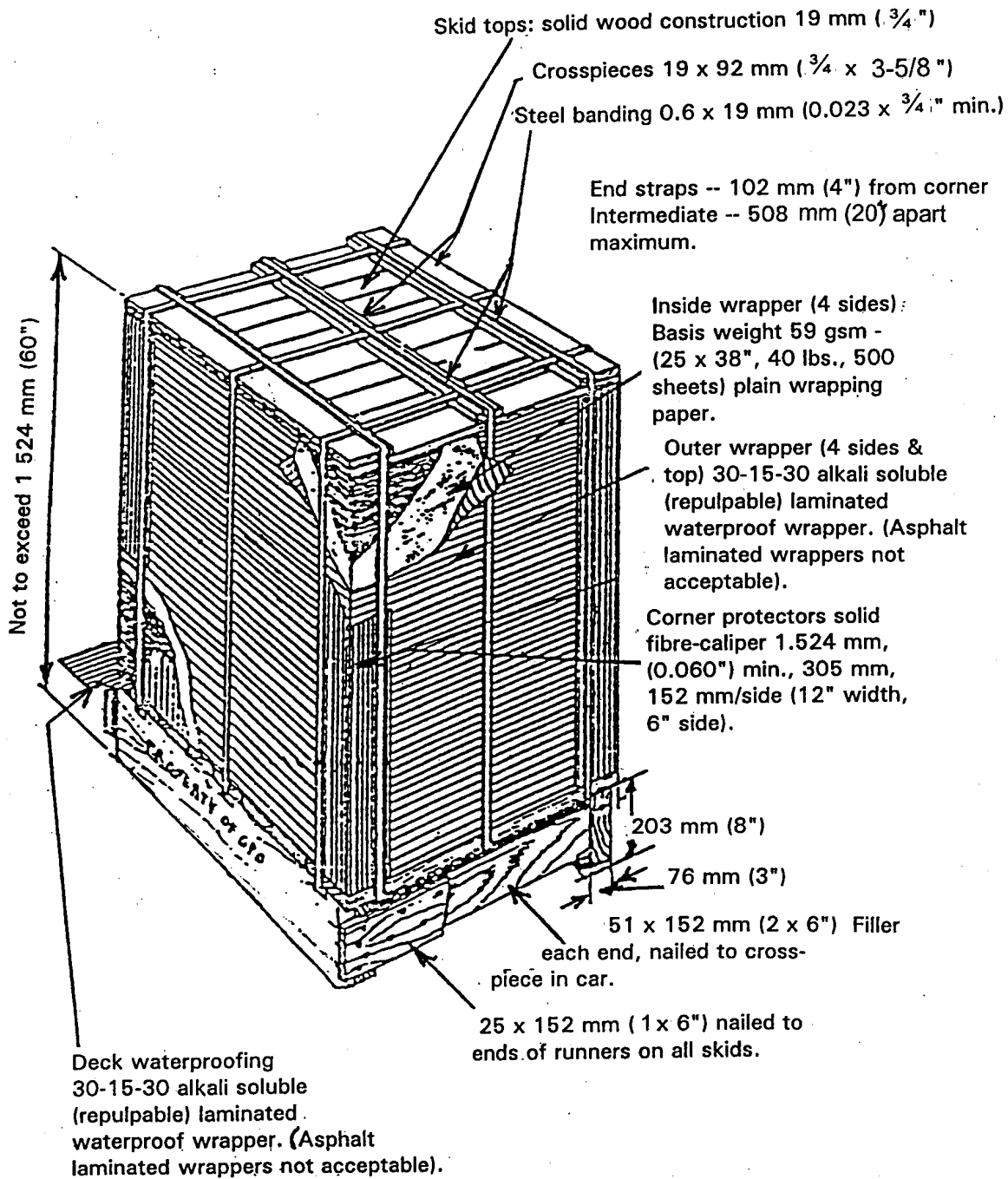


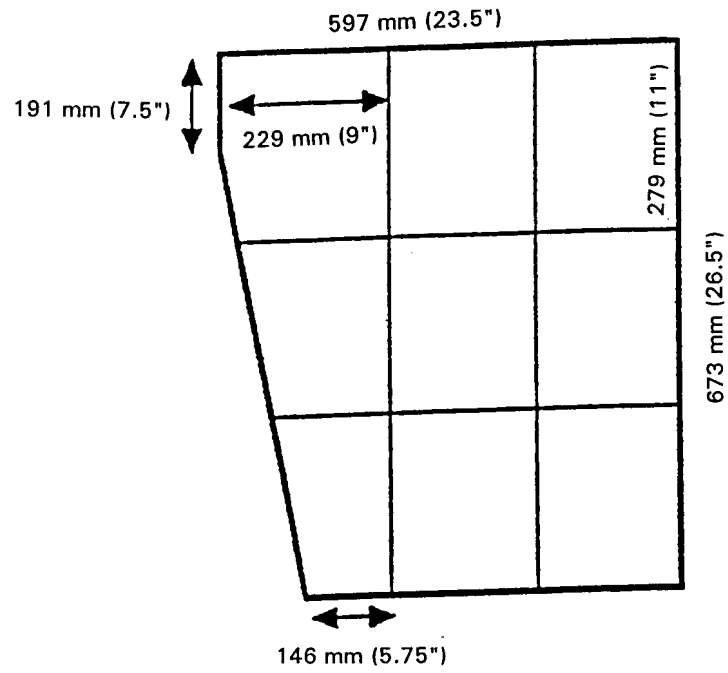
EXHIBIT B



Deck covering -- 2 pieces 1.524 mm (0.060") chip.

EXHIBIT C

Angle-cut map



Die-cut map

